



### Risk Assessment for self-led school visits

<b>Group:</b> Self-led school visits	<b>Site:</b> Foundling Museum
<b>People at Risk:</b> school pupils, teachers, Museum staff	<b>Review Date:</b> 10/10/2023
<b>Contact Person:</b> Freya Jones <b>Job Title:</b> Learning Coordinator	<b>Date of next review:</b> 10/10/2024

### Risk Evaluation

Hazard	Risk	Who is at risk?	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
What's the hazard?	What is the risk of harm?	Who is at risk of harm?	Is this risk Low, Medium or High?	What measures will you put in place to reduce the risk identified?	How has the rating changed as a result?	What else can you do to minimise risk?
Children mixing on Museum stairs, exhibition space and toilets	Infection from COVID-19  Closure of Museum  Reputational risk	Pupils, teachers, Museum staff	H	◦ Handwashing and sanitiser provided throughout the Museum for pupils and teachers to use. ◦ Masks encouraged, when on the move.	M	◦ All staff and pupils encouraged to undertake hand hygiene training prior to their visit. ◦ All staff meetings to ensure staff know self-led school visit protocols and procedures. ◦ Spare face masks at front desk.
Fires or any other emergencies requiring immediate evacuation	Danger to those in vicinity of the fire or cause of evacuation	Pupils, teachers	L	◦ All museum staff to direct visitors off site safely. ◦ Keeping fire door clear of materials. ◦ Fire alarm system in place, regularly checked and maintained. ◦ Clearly marked exits ◦ Emergency protocol for all visitors on request ◦ CCTV throughout the museum. ◦ Regular equipment checks.	L	Have fire safety officer on site.  Weekly checks on alarm systems.

School child or teacher has a medical emergency	Risk of pupil or teacher having a medical emergency caused by a pre-existing medical condition whilst visiting the Museum.	Pupils, teachers	<p>First aid trained staff on site at all times.</p> <p>First aid kits fully equipped and accessible in museum.</p> <p>Emergency services contacted where necessary.</p> <p>Any pre-existing medical conditions reported on booking form.</p> <p>Report any incidents to first aid book and follow up on any conditions if necessary.</p> <p>For children with physical or learning disabilities and/or mental health issues:</p> <p>Liaise with any support workers and teachers.</p> <p>Assess environmental risks e.g. a busy gallery, could cause a sensory overload and effect a child's wellbeing – these situations or scenarios should be avoided.</p> <p>Minimal risks of accidents (see slips, trips and falls).</p>		
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<p>Slips, trips &amp; Falls</p> <p>Including (but not exclusively):</p> <ul style="list-style-type: none"> <li>◦Fingers trapped in toilet stall swing doors</li> <li>◦Falling or tripping down stairs</li> <li>◦Tripping over carpets</li> </ul>	<p>Risk of pupil or teacher sustaining an injury caused by a mishap in the Museum.</p>	<p>Pupils, teachers</p>	<p>M</p>	<ul style="list-style-type: none"> <li>◦ Floors checked regularly by staff for hazards.</li> <li>◦Any potential hazards reported immediately.</li> <li>◦Doorways, walkways kept clear at all times.</li> <li>◦Spills, floods and leaks not to be left unattended and cleared where possible.</li> <li>◦Trip hazards, such as loose wires to be covered and secured.</li> <li>◦Set policies for no running or climbing in the museum.</li> <li>◦Warning signs on toilet stall doors.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>◦Any medical emergencies to follow protocol (see above).</li> <li>◦Teachers and support staff to monitor and enforce no running or climbing policies.</li> <li>◦Teachers and support staff to make children aware of hazards such as swing doors in toilets.</li> <li>◦Teachers and support staff to supervise children at all times.</li> </ul>
<p>A pupil goes missing or is separated from their group.</p>	<p>Pupil being distressed as a result of losing their group or getting lost. Danger of pupil leaving the site of the Museum.</p>	<p>Pupils</p>	<p>M</p>	<ul style="list-style-type: none"> <li>◦ Museum CCTV.</li> <li>◦ Children to be accompanied by an adult at all times with an adult student ratio of: 1:5 for under 5's 1:10 for 5-11 year olds 1:15 for 11-16 year olds. The above is mentioned in the booking form prior to the school's visit.</li> <li>◦ Staff on front desk aware of school visit and preventing pupils from leaving Museum unaccompanied.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>◦ All staff meetings to ensure staff know self-led school visit protocols and procedures.</li> </ul>

*First aid kits are available at the Museum's Front Desk and in the Museum's Staff Office, located next to the Clore Creative Studio. Our Health & Safety Policy is available to view upon request.*